



Job Opening Receptionist\Parts
Part-Time (20 to 25 hours weekly)

Location: Greenfield, In

Phone 317-462-0077

Email: careers@rileyandsons.com

**Please Fill out the online application, at <http://www.rileyandsons.com/JobOpenings.aspx>
or call 317-462-0077**

Overview

As a Receptionist, you will be the first point of contact for our company. Our Receptionist's duties include offering administrative support across the organization. You will welcome customers and greet people who visit the business. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

Responsibilities

- Welcomes customers by greeting them, in person or on the telephone; answering or referring inquiries.
- Demonstrate genuine compassion and concern for the well-being of customers
- Assist customers after an accident with scheduling repairs, arranging a rental vehicle, and coordinating tow services.
- Process claim assignment notifications
- Coordinate necessary claim processes with insurance and business partners on behalf of the customer
- Complete administrative duties including accounts receivable, and setting up files
- Deliver final bill packages to the customer and receive payment for services rendered
- Maintains safe and clean reception area
- Contributes to team effort by accomplishing related results as needed
- Provide support as needed for other team members and keep all parties informed.
- Checking in newly delivered parts and labeling

Qualifications

- You take pride in delivering extraordinary customer experiences.
- You have a professional demeanor and appearance
- Excellent customer service, communication, and phone skills
- Ability to navigate difficult customers
- You have strong attention to detail.
- You're knowledgeable in the Microsoft Office Suite and are computer literate
- You are willing to provide support to team members as needed.
- Able to multi-task

Competitive Advantage:

- Regional presence with 5 locations
- 60 Year Plus Company that is privately owned
- Stable employment with a growing company (continue on next page)



- Winning culture and excellent work environment
- Competitive compensation with 401K
- A management team that supports their staff with the resources to be the best they can be.
- A management team that treats all employees with respect and integrity.
- Facilities that are cleaned, well lighted, and with up to date equipment and technology

Please come and join our team of professionals. Please fill out the online application, at <http://www.rileyandsons.com/JobOpenings.aspx> or call 317-462-0077